



# Superior Court of California

## County of San Diego

PO BOX 122724  
SAN DIEGO CA 92101-2724

**Title:** Volunteer Opportunity

**Business Location:** San Diego Superior Court, Juvenile Court Division  
2851 Meadowlark Drive, San Diego, CA 92123

**Description of Work:** Duties may include the following:

Greet, check in, and direct parents and minors to courtrooms or to various locations within the courthouse, using various computer systems to locate the hearing information.

Work closely with County agencies such as the District Attorney, Public Defender, Health and Human Services, Probation Department, and others.

Handle phone calls from the courtrooms for interpreter requests and gather statistical data concerning these requests. Assist the interpreter coordinator in directing the interpreters to the correct courtroom locations.

Various other clerical functions as time permits and as assigned by the person coordinating the information desk.

**Qualifications Required:** Strong interpersonal skills, ability to maintain confidentiality, ability to communicate effectively in English, bilingual in English/Spanish is desirable, reliability in reporting for each assigned shift and/or giving sufficient notice if unable to volunteer, ability to give accurate directions.

**Schedule:** Monday through Friday, 8:00 a.m. to 5:00 p.m., with shifts from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m., for one or more shifts each week, for a minimum of four to six months.

**Contact:** Kathleen Abbott, Volunteer Coordinator  
**Address:** 330 West Broadway, San Diego, CA 92101  
**Phone:** (619) 515-8675  
**Fax:** (619) 531-3663  
**E-mail:** Kathleen.Abbott@sdcourt.ca.gov

**How to apply:** Call for an application. If no answer, leave a message. Please speak clearly, spell your name and home address with zip code, and leave a phone number.

**Closing Date:** This is an ongoing need but please apply as soon as possible.